

IOWA BOARD OF EDUCATIONAL EXAMINERS

Instructions for Completing Fingerprinting for FBI Background Check

You will need to contact your local police department or sheriff's office to set up an appointment to have your fingerprints taken at your expense. Have your fingerprints rolled carefully and legibly in the appropriate boxes. It is recommended two cards are completed in case one is rejected by the FBI.

Complete all appropriate items on the fingerprint card(s). Please print legibly. When you received your fingerprint cards, three boxes should have been completed in advance by our office. If the cards that you received does not have these boxes stamped with the appropriate information, please contact our office for a new cards. The three areas are: Employer and Address (This section should be preprinted "Board of Educational Examiners"), Reason Fingerprinted (This section should be preprinted "NCPA/VCA-Employment"), YOUR NO. OCA (This section should be preprinted "BOEE")

Be sure to complete the following boxes that are labeled: Residence (Address), Name (Last, First, Middle), Date of Birth (Month, Day, Year), Citizenship (Country), Sex, Race, HGT. (Height), WGT. (Weight), Eyes (Color), Hair (Color), Place of Birth (City, State), Social Security Number

DO NOT FOLD, STAPLE, BEND, TAPE, OR MODIFY the FBI fingerprint card.

Send the fingerprint card(s), and payment (if necessary) to the Iowa Board of Educational Examiners. The address may be found at the end of this form.

The non-refundable fee for a background check is \$75. **If you have begun/completed your application online and paid online for the background check, DO NOT include payment.** If you have not paid online with your application, mail payment and cards to:

Iowa Board of Educational Examiners
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

If you are planning on coming to the Board of Educational Examiners office for fingerprinting, please complete the attached worksheet. Payment may be made online prior to coming to the BoEE office, or you may wait and make payment when fingerprinted.

IOWA BOARD OF EDUCATIONAL EXAMINERS

Fingerprinting Worksheet

Statement of Fraud: Fraud in procurement of a license or falsifying records for licensure purposes will constitute grounds for filing a complaint with the Iowa Board of Educational Examiners. I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding information is true and correct. I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or the FBI may be released as allowed by law. I hereby acknowledge that all individuals licensed by the Iowa Board of Educational Examiners must abide by the Code of Professional Conduct and Ethics. I understand that it is my responsibility to review and understand the Code of Professional Conduct and Ethics, and to seek guidance if its implications for my practice as a professional are unclear.

I am aware that I may obtain information on the procedures to change, correct or update an FBI identification record as set forth in Title 28, C.F.R. 16.34, by contacting the Board of Educational Examiners directly.

Signature _____

Date _____

To assist in the electronic fingerprinting process. Please print legibly.

Name (Last, First Middle)			
Suffix		Alias (Maiden etc.)	
SSN			
Citizenship			
Place of Birth (City and State)		Date of Birth	
Sex	Male – Female		
Race	Asian - Black - Indian - White		
Height		Weight	
Eye Color (please circle one)	Black – Blue – Brown – Green – Hazel – Maroon – Multicolored – Pink		
Hair Color (please circle one)	Bald – Black – Blonde/Strawberry – Blue – Brown – Green – Gray or Partially Gray – Orange – Purple – Pink – Red or Auburn – Sandy – White		
Folder #			

For office use only:

Case Number

<input type="checkbox"/>	Online
<input type="checkbox"/>	Cash
<input type="checkbox"/>	Check
<input type="checkbox"/>	Credit

Scan to (circle one)

VI

Frontline

Amount